

WMPR Meeting Minutes: 1/19/05

AHAS from WaMT meeting on 1/18

The WMPR did their homework, and it was a positive meeting.

Changes:

- Include in the report, Dennis Mack's 3 points on why plan review changes are needed – Dennis, narrative pg. 9
- Enhance changes of plan review and the changes to specialists related to plan review, inspections and the # of specialties – Larry, Frank: Recommendations section
- Revise language related to the Team Leaders, esp. the table. Capture the good relationships that exist with the teams and set as an expectation in the redesigned program – Connie, page 14
- Do we revisit limited scope program teams or program specialists/lead worker for the report? Should we specify one or the other? We agreed to: Standing Teams will no longer exist as they do now. The Program based sections change how teams are used. Leadership for the programs will be redefined. Other teams may be needed"
- Trust is a two-way relationship w/the externals. "They need to trust us" include in the report – Larry, page 9
- Trust: ala Bert Stitt, we have done this work, decisions are made and we need to move on – include this in the report – Barb, page 9; also message in the roll-out
- Condense accountability section – Barb, page 9
- Name of the Program: Mike, end of the day. WMPR vote: 8 for Waste and Materials Management; 2 for Waste Materials Management.
- Soliciting members for the implementation plans work groups – names to Connie
- Flexibility in program assignments (can have more than 2 specialties for regional staff if it makes sense and they request it) – Frank
- Get away from the perception of an "elite" group doing plan review. We have experts in all parts of our program. Need a general statement in the report text, and then implementation plan charges and sideboards – Sue with review by Barb
- Terminology with plan review – avoid complex, that denotes 'elite'. Use another term or just describe what the plan reviewers are reviewing (active landfills, municipal combustors, incinerators, large C&D landfills) – Dennis and Larry
- Clarify that plans don't come to bureau first, in text and in implementation plan as a sideboard – Dennis and Larry
- Clarify role of hydro/engineer experts and conflict resolution process – Larry and Dennis in plan review part of report; also decision-making implementation work sheet

Other Report Needs:

- Performance Measures Narrative and Appendices (cross check with the Implementation Plan) – John, Frank, Barb
- Implementation Plan Narrative and Appendices – Deb
- Redesign Implementation Plan – narrative on how it was created and how performance measures are tied to it
- Include how biennial budget might impact at the end of the Division Level issues – Dave

- Executive Summary – Frank, Sue
- Report Format – Mike, Lindsey, Tonya
- Conclusion – Frank, Sue

Implementation Plan discussion from the WaMT meeting

ORGANIZATIONAL STRUCTURE WORK SHEETS DISCUSSION: Incorporate these as appropriate into the work sheets.

- Charge needs to be more explicit
- Bureau structure → Beyond
- Plan review, teams bureau – which piece falls in which work group
- Identify that these teams must work with the other teams they may be impacting. List under dependencies.
- Workload impacts – FTE hours, performance measures, “what won’t get done?” what is set aside during implementation?
- Prioritize overall themes – activities. Set up a timeline w/staff resource needs.
- Blue Ribbon Task force – out-of-state waste: develop work sheet
- Vernacular – foundation, base, pillar, infrastructure
- Products associated with specific dates – need details. What (?) is expected by when (xx/xxxx)
- Realistic goals in the time we have – what are the priorities?
- Follow thru w/staff on expectations
- **Organization work sheet #1: Include with modifications listed in *italics***
- *Reference Air Management Redeployment effort to learn from*
- *Include external stakeholder input as part of the expectations*
- *Identify HR as a member of the team*
- *Incorporate other 2 organization work groups (teams and plan review) into this one, they can operate as sub-groups. Needed because the work is so closely intertwined*
- *Add more people and hours to the work groups effort*
- Activity needs to be specific. Put plan review in Org. #1 into Org. #2
- Balance work load amongst the 3 organization work groups
- Change ‘designate’ to another term to avoid mis-perceptions by staff and issues with HR or the Unions.
- First step is to go thru HR to determine what we can and can’t do.
- Under Sideboards: What does dislocate mean? Relocate staff v. different job duties => minimize reassignment and dislocation OR disruption
- **Organization work sheet #2:**
- First step is to go thru HR to determine what we can and can’t do.
- Define criteria for determining who is identified to be plan review staff – determine means by which we identify staff
- Expand activity – Identify how all plan review (incl non-landfill review) will be done and include experts, precedent/unusual reviews. Leave in HW licensing in this work group.
- **General:** Where do the work groups get answers to questions? Define time frame for clarification of work.
- *Each work group needs to develop a detailed project plan as the first step of their work*

AWMT Briefing Agenda:

INTRODUCTION: Dave Hildreth and Sue Bangert

BRIEF OVERVIEW OF THE RECOMMENDATIONS

Introductory Comments: Mike Degen

Organization Structure for the Bureau: Larry Lynch

Plan Review Management Systems: Dennis Mack

Ongoing Beyond Compliance: Mike Degen

IMPLEMENTATION PLAN

Overview: Deb Pingel

Top 5 items to implement: Connie Antonuk

Ongoing Efforts: Connie Antonuk

PERFORMANCE MEASURES: Frank Schultz, Barb Hennings, John Melby

Overview

How Measures Relate to the "Top 5" Implementation Needs

TIMELINE ROLL-OUT, UPDATES TO THE AWMT: Cynthia Moore

WaMT Feb. Agenda on the Implementation Plan: Connie

Top 5 items to implement

Ongoing items to continue implementing

The rest

TIMELINE FOR ROLL-OUT AND IMPLEMENTATION OF THE WASTE AND MATERIALS MANAGEMENT REDESIGN

- 1/21 FINAL DRAFT REPORT TO AL SHEA (copies to HR and Legal as fyi)
(Mike, Sue)
- 1/24 AWMT AGENDA TO MELODY MARSHALL (Sue)
DRAFT MESSAGE ON REDESIGN ROLL-OUT TO THE WMPR (Sue)
- 1/26 MAIL HARD COPY REPORT TO AWMT (Mike, Jane)
- 2/1 AWMT MEETING ON REPORT (All)
WAMT ISSUE PAPER ON IMPLEMENTATION DUE TO JANE W.
(Connie)
- 2/3 EPA MEETING ON REDESIGN (Cynthia, Frank, John and Sue)
- 2/4 FINAL REDESIGN REPORT ON THE WEB (Mike, Barb, Deb)
MESSAGE ON REDESIGN REPORT TO STAKEHOLDERS (Sue)
- 2/9 WAMT MEETING ON REDESIGN IMPLEMENTATION OF THE TOP 5
(Connie, Mike, Dennis, Sue, Dave, John)

BRIEFING WITH HR (John)
- 2/15 STAKEHOLDER MEETING (Internals and Externals) – Madison (Mike,
Larry, Barb, John, Dennis, Sue)
MEETING WITH LEGAL STAFF (John)

2/16 STAKEHOLDER MEETING (Internals and Externals) – Wausau (**Deb, Connie, Sue**)

MEETING WITH KEY STAKEHOLDERS (Al, Paul Heinen, with legislators, other external participants, etc) (**Dave, Sue**)

MESSAGE IN E-DIGEST (**Cynthia**)

Thanks for all the great work at the meeting today. We adjourned around 2pm.